



**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
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March 6, 2007

To: Project Managers and Project Directors
Anti-Drug Abuse (ADA) Enforcement Program

Subject: **REQUEST FOR APPLICATION (RFA)**

Enclosed is the Anti-Drug Abuse (ADA) Enforcement Program application package to be used when submitting an application for State Fiscal Year (SFY) 2007/08 grant award funds. The Bureau of Justice Assistance has not finalized the appropriation to the states for the Edward Byrne Memorial Justice Assistance Grant, however, the Office of Emergency Services (OES) anticipates an allocation for California in the amount of \$21,876,819 of which \$13,291,487 will be allocated to the ADA Enforcement Program. Please refer to the attached *ADA Funding Allocation Chart* (Attachment A) of the RFA for your county information. We will advise you of any change to this allocation as necessary.

For those projects implementing the prosecution component of the ADA Enforcement Program, please refer to page 3, Program Information and page 5, Project Narrative for clarification on the role of the District Attorney's Office.

To be considered for continued funding for SFY 2007/08, applicants must complete the enclosed materials and submit them **no later than 5:00 p.m., Monday, April 9, 2007.**

Mail applications to: **Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655**

**Attn: Anti-Drug Abuse RFA
Drug Enforcement Section**

If you have questions regarding this application, please do not hesitate to contact your Drug Enforcement Program Specialist or the Drug Enforcement Section at (916) 324-9112.

Sincerely,

Gwenyth Durling, Chief
Drug Enforcement Section

Enclosures

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**ANTI-DRUG ABUSE ENFORCEMENT PROGRAM
REQUEST FOR APPLICATION**

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- IV. **FORMS** - Click (FORMS) to get the required forms listed below, **or** go to www.oes.ca.gov and select *Recipient Handbook, Appendices, and Forms*, **or** paste the following link into your browser:
www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm

APPLICATION CHECKLIST AND REQUIRED SEQUENCE

APPLICATION COVER SHEET

GRANT AWARD FACE SHEET AND INSTRUCTIONS

PROJECT CONTACT INSTRUCTIONS AND INFORMATION

SIGNATURE AUTHORIZATION AND INSTRUCTIONS

CERTIFICATION OF ASSURANCE OF COMPLIANCE

PROJECT SUMMARY

BUDGET FORMS (Excel spreadsheet format) - Without Match

A. Personal Services – Salaries/Employee Benefits

B. Operating Expenses

C. Equipment

BUDGET NARRATIVE

PROJECT NARRATIVE

SAMPLE OPERATIONAL AGREEMENT

REPORTING ALIEN CONVICTIONS

METHAMPHETAMINE ASSURANCE OF COMPLIANCE

PROJECT SERVICE AREA INFORMATION

OUT OF STATE TRAVEL REQUEST (if applicable)

**COMPUTER AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES
(if applicable)**

NONCOMPETITIVE BID JUSTIFICATION CHECKLIST (if applicable)

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**ANTI-DRUG ABUSE ENFORCEMENT PROGRAM
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website www.oes.ca.gov by selecting "*Recipient Handbook Appendices and Forms*."

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be directed to your Program Specialist as listed on Attachment D.

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to OES' Law Enforcement and Victim Services Division (LEVSD) by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by April 9, 2007** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: ANTI-DRUG ABUSE RFA – Drug Enforcement Section

2. Hand delivered by **5:00 p.m. on Monday, April 9, 2007** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: ANTI-DRUG ABUSE RFA – Drug Enforcement Section

D. ELIGIBILITY

Counties previously funded under this program are eligible to submit an application for the Anti-Drug-Abuse (ADA) Enforcement Program to support a multi-jurisdictional drug task force. The eligibility criteria include:

- The amount requested is not to exceed the allocation as listed on the ADA Enforcement Program's FY 2007/08 Funding Allocation Chart (Attachment A), page 27;
- Counties must include implementation of an ADA Steering Committee, which includes the Sheriff, District Attorney, Chief Probation Officer, County Drug Administrator and every Chief of Police within the county;
- In order to ensure uniformity, the agency selected by the ADA Steering Committee to submit the application(s) under one cover, administer the ADA grant, and act as the single point of contact for the grant must be a unit of county government; and
- Pursuant to PC §13879.80 and special legislation in the FY 2004/05 California Budget, to be eligible for funding, an agency **must** show the existence of a Drug-Endangered Children (DEC) program (Refer to Part II, "Implementation", page 10(c) for further details).

E. FUNDS

The OES, LEVSD, provides funds to state, regional and local units of government. These funds are used to assist state agencies and local jurisdictions to improve the functioning of the criminal justice system, with emphasis on convicting violent and serious offenders and enforcing drug control laws. In California these programs fall under the ADA Enforcement Program and are funded by the Edward Byrne Memorial Justice Assistance Grant (JAG).

Congress established the JAG Program in the 2005 Omnibus Appropriations Package (H.R. 3036). JAG combined the Edward Byrne Memorial Formula Grant (Byrne) Program and the Local Law Enforcement Block Grant Program into a single program in an effort to streamline justice funding and grant administration. The JAG Program allows states, tribes and local government to support a broad range of activities to prevent and control crime based on their own local needs and conditions through six authorized Program Purpose Areas (PPAs) as described below.

JAG PPAs:

- *Law enforcement programs,*
- *Prosecution and courts programs,*
- *Prevention and education programs,*
- *Corrections and community corrections programs,*
- *Drug treatment programs, and*
- *Planning, evaluation and technology improvement programs.*

California has identified multi-jurisdictional drug task forces as the priority for the use of these funds under the Law Enforcement PPA for the State Fiscal Year 2007/08 ADA Enforcement Program. ***Therefore, the funding of multi-jurisdictional drug task forces is the only appropriate use of these funds.***

OES anticipates \$13,291,487 from JAG will be allocated to the ADA Enforcement Program. Refer to the ADA Funding Allocation Chart (Attachment A) for your county information, page 27. Applicants responding to this application must budget for 12 months. The grant period will begin on July 1, 2007, and end on June 30, 2008. A new grant application is required for each subsequent grant period.

F. PROGRAM INFORMATION

The focus of the ADA Enforcement Program is the support of Multi-Jurisdictional Drug Task Forces (MJDTF) to combat drug sales, manufacturing and distribution. The MJDTF integrate Federal, State and/or local law enforcement agencies and prosecutors for the purpose of enhancing interagency coordination and intelligence, and to facilitate multi-jurisdictional investigations. MJDTF are further defined as cooperative programs involving two or more separate law enforcement entities which have different jurisdictional responsibilities, with formal agreements to work together as a team to enforce drug laws, usually with a focus on mid or high-level traffickers; prosecutorial projects must be clearly integrated with the operations of a MJDTF to be included in this PPA. The role of the District Attorney's Office shall be to support the MJDTF with prosecution efforts.

Drug Endangered Children Protocol:

Per Penal Code §13879.80, an agency must show the existence of a Drug-Endangered Children (DEC) program that includes, but is not limited to:

- A written plan that states how county agencies will deal with DEC cases.
- Identified contact people in law enforcement, prosecution, and health/Children's Protective Services (CPS) who will deal with DEC cases.
- A plan for CPS to be responsible for the child's medical and family services.
- Written policies and procedures that spell out how law enforcement officers will deal with children found at narcotics scenes, or where there is an indication that a child lives at the scene.

(Refer to Attachment B for DEC Penal Code §13879.80, page 28)

G. PREPARING AN APPLICATION

Part IV - Forms includes an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the required application components in the order listed below:

(If a form requires a "signature", please submit with original signature in blue ink)

- Application Cover Sheet
- Grant Award Face Sheet (OES A301)
- Project Contact Information
- Certification of Assurance of Compliance
- Signature Authorization and Instructions
- Budget Narrative and the Project Budget (OES A303a-c)
- Project Summary
- Project Narrative/Problem Statement
- Operational Agreement
- Reporting Alien Convictions
- Methamphetamine Assurance of Compliance

- Project Service Information

The following forms are required if applicable:

- Out of State Travel Request
- Computer and Automated System Purchase Justification Guidelines
- Non-Competitive Bid Justification Checklist
- Disbursement of Confidential Funds Certification (Attachment C)

Additional required information:

- Organizational Chart
- DEC Protocol
- Steering Committee Meeting Minutes

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**ANTI-DRUG ABUSE ENFORCEMENT PROGRAM
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in the *Recipient Handbook, Appendices, and Forms (FORMS)* and plain 8½" x 11" white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages. Please number all pages of the Project and Budget Narratives.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

To be eligible for funding, applicants are required to prepare a plan to address illegal drugs and associated violence in their jurisdiction and to determine how the JAG funds will be utilized to implement this plan. Funds for this program are to be used for the purposes of enforcing the State and local controlled substances laws and to improve the functioning of the criminal justice system with emphasis on drugs through multi-jurisdictional drug task forces.

This plan must be created for each county's applicants ADA Steering Committee, and must be a cooperative, collaborative, multi-disciplinary approach. The composition of the ADA Steering Committee requires the mandatory participation of law enforcement, prosecution, probation agencies, and county drug administrators. For these projects, participants are strongly encouraged to also include school superintendents, judges, the Public Defender, state/federal enforcement agencies, treatment and rehabilitation professionals, and additional agencies as appropriate to their project.

The ADA Enforcement Program defines the role of the District Attorney's Office as ***support only***. The ADA Enforcement Program is ***not*** a vertical prosecution program. A portion of the ADA grant funds may be budgeted to support the prosecution component of the program, however, ADA grant funds shall not be budgeted solely in support of prosecution.

All applicants are encouraged to establish a long-range (up to three years) comprehensive strategy to address their identified goals. This three-year strategy is designed to promote long-term, proactive planning and facilitate greater coordination and collaborative efforts. ***Although applicants may refer to their long-range strategy in the narrative, this specific application is only for a 12-month period, as it relates to goals, objectives, activities, and budget.***

In developing a comprehensive strategy, all of the key individuals should be included in the process (i.e., ADA Steering Committee members and others with relevant knowledge of the drug issues within their jurisdiction). Through a facilitated and collaborative effort, the goals are determined and the approach is collectively decided upon.

The project narrative also contains detailed information that describes the applicant, the need for funding, and the plan to address the community drug problem/issue through appropriate and achievable objectives and activities. The project narrative should be page numbered and is to be divided into three sections: 1) Problem Statement, 2) Plan, and 3) Implementation.

1. Problem Statement

The problem statement is the foundation of the project and was identified in the previous funding year. Unless additional issues need to be addressed, the problem statement can be summarized providing updates in the target area, target population and/or crime statistics. If needed, please adhere to the following guidelines:

a. Description of the Jurisdiction

Describe the demographic, geographic, ethnic and economic composition of the county. Describe the drug culture and identify the underlying social factors that have contributed to the overall drug problem in the project area/jurisdiction.

b. Problems and Trends

The problem statement must describe the nature and extent of the illegal drug problem to be addressed by the applicant and should be focused on the overriding problems and trends.

List and discuss, in order of priority, the drug problems identified. Issues should be directed at a specific problem or problem area and should be realistic so that progress can be measured. Supporting factual and illustrative data must include the following, in the order listed:

1. Estimates of the availability and use of drugs in the jurisdiction;
2. The major sources of drugs transported into or through the jurisdiction;
3. The extent to which drugs are produced within the jurisdiction;
4. An analysis of changes in drug availability and drug use;
5. Increase or decrease in the cost and purity of major drugs;
6. The prevalence and patterns of violent crime in the jurisdiction, including incidents and patterns of drug-related violent crime;
7. Emerging problems or significant changes in the level of a specific problem, as it relates to drug-related violence;
8. Process used to determine problems; and
9. Others, if applicable.

The discussion should address the current efforts underway and any new efforts or programs, whether or not grant-funded, that will respond to the priority issue. Activities that represent collaborative efforts between federal and state funded programs should be emphasized. Indicate how the priority issues were determined.

2. Plan

The program plan was presented in the first year of funding. Unless updates are required, the applicant may carryover the goals, objectives and activities from last year's plan. However, please provide updated information on status of Operational Agreements and/or Memorandum of Understanding (MOU), and the DEC Protocol. If needed, please adhere to the following guidelines:

The plan will demonstrate the processes and methods the county will utilize to attack the various problems that have been identified and prioritized in the Problem Statement.

a. Target Area and Target Population:

Define the project target area and target population. The project must concentrate efforts on an identifiable geographic area. The target area must be delineated by criminal justice agency boundaries or governmental boundaries (e.g., a city, county, or school district area). This area may be one or more communities/cities, specified unincorporated areas, a single county, or region.

b. Program Description:

1. **Project Title:** The title should be worded in general terms, but it should define the focus of the program within a major topical area.
2. **Long-Range Strategy (if applicable):** Applicants are encouraged to develop a long-term (three years or more) strategy, as well as a comprehensive strategy. Provide a broad overview of this plan and describe anticipated long-range activities.
3. **Impact:** Describe how the project will effectively impact the target area and the expected outcomes. What is the intended effect(s) on the problem(s) and the target area?
4. **Project Design:** Describe the overall project and project design. The description should include project size, composition, range and focus of services, and location in proximity to the implementing agency. If necessary, delineate by participating component.
5. **Roles:** Describe the specific role of each participating agency and how their individual efforts will help achieve the goal(s). Generally describe how each participating agency will address the problem and how they will work together. Efforts of each component should connect together.
6. **Source Documentation:** Demonstrate the project's ability to create and implement data collection instruments. Describe the source documentation.

c. Goals, Objectives, Activities, and Performance Measures:

To better determine effectiveness, the projects funded through the ADA Enforcement Program have moved from process evaluation to impact and outcome evaluation. Process evaluation typically counts/tracks the “outputs” (i.e., arrests), while impact evaluations consider the “outcomes” (safer communities, decrease in drug availability, less demand for drugs, etc.).

1. **Goals - Utilizing the issues that were identified and prioritized in the Problem Statement, specify the goals of the project.**

A goal is the largest overall effect that your program has on your community. Goals may be multiple in nature and may differ from one county to another. Each goal should be presented with all of its accompanying objectives, key activities, and performance measures.

What is (are) the goal(s) of the project? Overall goal(s) may be broad in scope and long in duration. There may be underlining goals as steps to achieve the overall goal(s).

2. **Objectives - For each goal include a minimum of three objectives.**

Objectives focus on the methods that will be used to address the problem. They should be clearly stated, realistic and **measurable**. They should reflect the project description and support the achievement of the project goals.

Describe in detail the objectives that will be implemented to achieve the goals. Each objective must also be linked to one or more corresponding performance measures.

3. **Activities - The key operational elements** of the program are the activities, which occur in support of the achievement of objectives. Activities must be specific, detailed enough to determine effectiveness, and must be reflective of the budget.

Describe in detail the activities to be performed to accomplish each objective. Activities must be specific and **measurable**.

4. **Performance Measures and Projections** - Performance measures must be clearly identified, results-oriented and reasonably attainable. Use the following **definitions** to assist in your response:

Output - The amount of work done; must be quantifiable (numbers projected and numbers achieved). Enter specific numbers, not percentages and not a range of numbers.

Output Measure - A measure of the volume of something actually produced; counts the goods and services produced (workload).

Outcome - The results of activities designed to accomplish the project's goal(s) and demonstrate a change.

Outcome Measure - The unit of measurement used to evaluate the success of an outcome; measures the actual impact or public benefit of a project's actions. For outcome measures, the initial year may consist of collecting baseline data.

Determine how the impact of the plan (project) can be assessed. The measurements for each objective may be a combination of outputs and outcomes. Based on federal requirements, OES has moved from output measures alone, to incorporate outcome measures. Outcome measures can measure the effects/impact of the project efforts. If you eliminate the identified problem, what would or would not happen? Once the anticipated effects have been determined, baseline data needs to be established to measure program effectiveness over time. Recipients will be required to submit output/outcome data in the progress reports.

The following goal is MANDATORY for all multi-jurisdictional drug task force projects. Use these measures, as well as others you establish, to determine how your objectives will be achieved.

Mandatory Goal: During the grant year, reduce illegal activities of targeted offenders through law enforcement, prosecution, and probation efforts.

Objective: Conduct special investigations using multi-jurisdictional drug task forces, integrating federal/state/local drug enforcement agencies, prosecution, and probation departments.

Outcome Measures:

Number of drug arrests (include methamphetamine)

Number of methamphetamine arrests (number included in drug arrests)

Number of drug investigations conducted (include methamphetamine)

Number of methamphetamine investigations conducted (number included in drug investigations conducted)

Number of drug related search warrants issued

Number of methamphetamine related search warrants issued

Number of methamphetamine related sites mitigated or cleaned up

Number of drug prosecutions

Number of methamphetamine prosecutions

Number of drug convictions

Number of methamphetamine convictions

Dollar amount of assets seized

Number of clandestine labs dismantled (capacity 0-9 lbs, capacity 10 lbs or greater)

Number of lab dump sites discovered

Number of drugs seized by quantity and type:

Cocaine (grams/street value)

Heroin (grams/street value)

Methamphetamine (processed in grams/street value)

Methamphetamine "ice" (grams/street value)

Methamphetamine solution (gallons/street value)

Ephedrine (grams/street value)

Pseudoephedrine (grams/street value)

Marijuana (grams/street value)

Marijuana (plants/street value)

Other drugs seized by type (grams/street value)
Number of weapons seized
Number of probation revocations
Number of drug-endangered children

- **Each project must provide the mandatory goal as well as a minimum of one additional goal.**
- **Each objective must have a minimum of one *outcome* measure.**

3. Implementation

The applicant's ability to implement the plan was presented in the first year of funding. Unless updates are required, i.e., operational agreements, the applicant may carryover the implementation plan from the previous year. If needed, please adhere to the following guidelines:

Provide a description of the plans for coordination.

a. Organizational Description

Provide a narrative that describes the relationship between the ADA Steering Committee, the overall project, project staff, and other participating agencies. For all applicants, describe the project's organizational framework, listing all funded and donated positions assigned to the project.

b. Organizational Chart

Provide an organizational chart demonstrating the relationship between the ADA Steering Committee, if applicable, the project components, project staff and other participating agencies. Clearly highlight grant-funded positions. Titles for individuals should match those in the budget.

c. DEC Protocol:

Per Penal Code §13879.80 (Attachment B, page 28) and special legislation in the California Budget, to be eligible for funding, an agency must show the existence of a DEC program that includes, but is not limited to:

- An MOU between Law Enforcement, Prosecution and Health/Children's Protective Services that outlines a written plan including policies and procedures that spell out how agencies will deal with children found at narcotics crime scenes, or where there is an indication that a child lives at the scene;
- A contact person for each agency included in the MOU who will deal with DEC cases; and
- Protocol that outlines CPS will be responsible for the child's medical and family services.

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant

period. In the budget, include **only** those items covered by grant funds. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov. Select “*Recipient Handbook, Appendices, and Forms*” for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact your Program Specialist (as listed on Attachment D) should you have additional budget questions.

Those applicants implementing a prosecution component may budget a portion of project funds for that purpose, however the majority of the ADA grant must be budgeted to provide support directly to the multi-jurisdictional task forces. Vertical prosecution funding is available under another OES grant.

1. **Budget Narrative**

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the applicant’s proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment. This does not take the place of the brief justification required in the line item budget.
- Specify the number of project-funded staff working on Project.
- Specify the number of Task Force members working 100 percent on Task Force.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.

2. **Specific Budget Categories**

There is an Excel Workbook in *Recipient Handbook, Appendices and Forms* ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- A. Personal Services – Employee Salaries/Benefits;
- B. Operating Expenses; and
- C. Equipment.

The left column of each budget category on the Spreadsheet requires **line item detail** including the method of calculation and justification for the expense. Enter the amount of each line item in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including the funding source amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

Method of Calculation Example:

Facility Rental (to be shown on budget page)
Office Space is rented for 2 positions
Step 1: $\$1.75 \times 125 \text{ sq ft} = \218.75
Step 2: $\$218.75 \times 2 \text{ full-time positions} = \437.50
Step 3: $\$437.50 \times 12 \text{ months} = \mathbf{\$5,250 \text{ (Total Cost)}}$

(Refer to Recipient Handbook Section 2232 for more information on Facility Rental)

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

a. Personal Services – Salaries/Employee Benefits (OES A303a):

1) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries and rounded off to the nearest dollar. *Note: Overtime will not be paid to support positions that are not Task Force members.* If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) in the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses – page 13, paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the

same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (OES A303b):

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

Allowable Expense:

- 1) **Confidential Fund** expenditures are costs that will be incurred by law enforcement agencies using grant personnel working undercover or in another investigative capacity. It may include the purchase of information, physical evidence (e.g., narcotics or stolen property), or services. Confidential fund expenditures are only allowable for grants to state or local law enforcement agencies. Refer to the ADA Enforcement Program Guidelines for the Federal Guidelines on Confidential Funds. (If applicable to your project, please complete Attachment C.)

c. Equipment (OES A303c):

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

Allowable Equipment:

- 1) **Vehicles** are an allowable expense for the ADA Enforcement Program with prior written approval from OES. Follow the justification instructions in Section 2331 of the *Recipient Handbook*.

- 2) **Weapons and Ammunition** are allowable expenditures for Multi-Jurisdictional Drug Task Forces. Lethal weapons can be approved by OES staff with proper justification as deemed necessary on a case-by-case basis. Non-lethal weapons such as tasers, pepper ball guns, and bean bag guns are allowed.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**ANTI-DRUG ABUSE ENFORCEMENT PROGRAM
REQUEST FOR APPLICATION**

PART III – ADDITIONAL INFORMATION

The applicant is strongly encouraged to review the following sections in preparing the application.

- A. Finalizing the Grant Award Agreement**
- B. Administrative Requirements**
- C. Budget Policy**
- D. Glossary of Terms**

A. FINALIZING THE GRANT AWARD AGREEMENT

1. Standard Project Funding Authority

Allocation of funds is contingent on the enactment of the State Budget. OES does not have the authority to disburse funds until the budget is passed and the Grant Award Agreement is fully executed. Expenditures incurred prior to authorization are made at the project's own risk and may be disallowed. When the executed grant is received, and the State Budget is finalized, authorized expenditure reports may be submitted for reimbursement of expenditures incurred subsequent to the effective date of the grant award agreement.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, OES may immediately terminate or reduce the grant award by written notice to the recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the recipient to the extent state or federal funds are available for payment of such costs.

OES Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Award Agreement.

2. Grant Award Conditions

OES may add one or more grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, they will be discussed with the applicant and a copy of the conditions will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by OES.

3. Grant Award Agreements

A copy of the executed Grant Award Agreement and pertinent attachments will be sent to the Project Director. The recipient is not authorized to incur costs against the grant until a

copy of the fully executed Grant Award Agreement is received. When the executed grant is received and the State Budget is finalized, the Report of Expenditures and Request for Funds (OES 201) may be submitted for reimbursement.

4. Grant Award Amounts

When the amount of funds available is limited, OES may reduce the amount of the grant award from the amount requested by the applicant. In addition, OES reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, OES will notify the applicant prior to executing the Grant Award Agreement.

B. ADMINISTRATIVE REQUIREMENTS

The Recipient Handbook (RH)

The *Recipient Handbook* is accessible on the OES Internet website at www.oes.ca.gov by selecting "*Recipient Handbook, Appendices and Forms.*" The *Recipient Handbook* contains administrative information and requirements necessary to implement the project. Recipients must administer their grants in accordance with the *Recipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

The information below may be cross referenced with the *Recipient Handbook (RH)* by referencing the handbook section number.

1. Internet Access (RH 11500)

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose unless specifically prohibited by the terms of the program.

2. Progress Reports and Data Collection (RH 10100)

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document the information reported in the progress reports. The records must be kept by the project for a period of three years. During site/monitoring visits, OES will review these records for accuracy and compare them with the reported data submitted on the progress reports.

3. Monthly/Quarterly Report of Expenditures and Request for Funds (OES 201) (RH 6300)

Community-based organizations shall submit a monthly Report of Expenditures and Request for Funds (OES 201) unless they request a quarterly reporting period. Government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting the form OES 201 will result in the withholding of funds and may result in the recommendation to OES' Executive Director for termination of the grant award.

4. Technical Assistance/Site Visits (RH 10300)

Funded projects are assigned an OES program specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program specialists are available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. New projects should expect a site visit from the assigned program specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

5. Monitoring Requirements (RH 10400)

A monitoring visit is an onsite assessment by OES staff to determine if the project is in compliance with the terms of the program, the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the *Recipient Handbook*. Projects will be monitored on a random or as-needed basis.

6. Audit Requirements (RH 8000)

Recipients must arrange for an independent audit of the grant award and may budget a portion of the audit costs. Instructions for budgeting funds for audit costs are outlined in Sections 8150 – 8154 of the *Recipient Handbook*.

7. Copyrights, Rights in Data, and Patents (RH 5300)

OES owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the *Recipient Handbook*.

8. Source Documentation (RH 10111)

Recipients are required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements as pertaining to the objectives outlined in the Grant Award Agreement. Recipients are to retain source documentation for progress reports on a quarterly basis regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the terms of the program. Recipients will be required to have written job descriptions on file for positions funded by OES detailing specific grant-related activities to achieve project objectives.

C. BUDGET POLICY

This document summarizes information on OES Budget Policy contained in the *Recipient Handbook*. Additional information may be obtained by accessing the *Recipient Handbook* at www.oes.ca.gov by selecting “*Recipient Handbook, Appendices and Forms*.”

1. Supplanting Prohibited (RH 1320)

Grant funds must be used to supplement existing funds for program activities and **not replace** funds appropriated for the same purpose. A written certification must be provided

to OES indicating the grant funds will not be used to supplant existing funds. Supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are found in Section 1320 of the *Recipient Handbook*.

2. Project Income (RH 6610)

Project income such as client fees and fees for services provided by the project (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money, must be used to offset or augment the grant unless otherwise specified in the RFA instructions. Project income cannot be used as matching funds unless otherwise specified in the RFA instructions.

3. Non-Competitive Bid Request (RH 3500)

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by OES program staff is required prior to the purchase of equipment in excess of \$5,000, or to hire a specific consultant charging over \$5,000. Local units of government may use their approved procurement policy except for contracts over \$50,000, which requires prior OES approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a noncompetitive bid request will be required. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4000, *Recipient Handbook*).

4. Travel Policies

The following is OES' current travel policy:

a. Selection of Travel Policy (RH 2236)

The applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government

Units of government may use their own written travel policy or the state policy.

2) Community-Based Organizations (CBO)

A community-based organization may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

b. State Travel Policy (RH 2236.2)

Use the following state travel policy for budgeting travel expenses:

1) Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for OES approval prior to incurring expenses.

2) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 48.5 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

3) Meals and Incidentals

a) Breakfast \$6.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch \$10.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$18.00

Dinner may be claimed if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$6.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

Total is \$40.00 for a 24-hour period.

4) Lodging

The maximum allowed lodging rate is \$84.00, plus applicable taxes (except as noted below). Lodging receipts are required for reimbursement.

5) Special Lodging Rates

The maximum allowed lodging rate in Los Angeles and San Diego counties is \$110, plus applicable taxes. The maximum for Alameda, San Francisco, San Mateo, and Santa Clara counties is \$140, plus applicable taxes.

6) Other

Taxi, airport shuttle, etc. which exceed \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

5. Participating Staff (RH 4500)

The term “participating staff” refers to salaried employees of a participating agency assigned to work with the recipient on the implementation of project. The agreement between the recipient and the participating agency concerning participating staff must be reflected in the OA. Grant related costs associated with participating staff must be itemized in the operating expenses category of the grant budgets.

6. Consultant Services (RH 3710)

Consultant services are provided on a contractual basis by individuals or organizations not direct employees of the applicant (see *Personal Services – Salaries*). Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations meeting some or all of the following criteria:

- produce a specific product or service;
- work independently without direct supervision from the applicant;
- work on specific projects;
- provide services for a limited number of hours or period of time; and/or,
- have no agency management or oversight responsibilities directed toward the financial success or direction of the agency.

a. Rates

The maximum rate for independent contractors is \$250 per hour (excluding travel and subsistence costs). A request for compensation for over \$250 per hour requires **prior approval** and additional justification.

- **Independent Contractors Employed by State and Local Government**

Compensation for independent contractors will be allowed when the unit of government cannot provide services without this cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. Expert Witness Fees (*RH 3710.2*)

Projects, which routinely utilize “expert witnesses” as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the jurisdiction is required to cover. The maximum allowable rate for witness fees is \$250 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent (10%) of the project’s total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- Qualifications, training, and experience of the expert(s). Include a statement regarding recognition by the court of the individual as an expert;
- specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), Medical Doctor (MD)];
- rate of pay per hour, including documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay with a cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony);
- proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation);
- justification for why this cost cannot be paid with county funds (attach the justification to OES A303b).

7. Facility Rental (*RH 2232*)

Up to \$21 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the application.

- **Rental Space for Training and Counseling Rooms**

Rental space for training and individual and/or group counseling rooms may also be charged to the grant providing the charge is based on actual costs and not reimbursed by other source.

8. Rented or Leased Equipment (*RH 2233*)

An explanation and cost analysis is required when equipment is rented or leased. This analysis must demonstrate it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by OES prior to the execution of a rental or lease agreement.

9. Indirect Costs/Administrative Overhead (RH 2220)

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. Flat rates not exceeding ten percent (10%) of personnel salaries (excluding benefits and overtime) or five percent (5%) of total direct project costs (excluding equipment) may be budgeted by the applicant for indirect costs if allowable by the funding source.

10. Audits (RH 8000)

OES projects expending \$25,000 or more of OES grant awards are required to complete and audit (RH 8132). The project may budget for the cost of obtaining a financial audit. Allowable audit costs (RH 8151) are as follows:

- if the total amount of the grant is less than or equal to \$150,000, the project may budget up to \$2,000 for the financial audit cost; or
- if the total amount of the grant is greater than \$150,000, the project may budget up to one and a half percent (1.5%) of the total grant for financial audit costs.

11. Equipment (RH 2300)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (including tax, installation and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

a. Allowable Expenses

Equipment may be budgeted if it is essential to the implementation of the project and to be used solely for project activities. Grant funds may not be used to reimburse the project for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness. Prior approval by OES is required.

b. Computers (RH 2340)

1) Community-Based Organization (RH 2236.22)

Community-based organization may budget up to \$25,000 in computer equipment, software, and related costs. OES will evaluate the proposed purchase on the basis of grant-related need. Prior approval by OES is required. The Recipient will be sent instructions for preparing the justification.

2) Units of Government (RH 2342.2)

Units of government may budget for computer equipment, software, and related costs. OES will evaluate the proposed purchase on the basis of grant-related need. OES must give approval prior to purchase. If federal grant funds totaling in excess of \$100,000 are used for automated data processing purchases, prior federal approval is also required.

3) Computer Purchase Justification (RH 2341)

Approval for purchases of computers and automated equipment is contingent on the applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities.

c. Automobiles (RH 2331)

Automobiles are not allowable items unless permitted by the terms of the program. If an automobile is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for the automobile, including the size of service area, the need to provide direct service away from the office, and the reason why the agency will not allow personal automobiles usage during work hours. A cost analysis for automobile purchase as compared to other options including lease and personal automobile use and mileage, must be done and kept on file for review by OES's program staff during a site visit, monitoring visit, and/or audit.

12. Prohibited Expense Items (RH 2240)

a. Lobbying (RH 2242)

Refer to RH 2242.1 for an extensive list of prohibited activities.

b. Fundraising (RH 2243)

OES grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

c. Real Property and Improvements (RH 2244)

Real property including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless authorized in the RFA instructions.

d. Interest, Charges, Fees and Penalties (RH 2245)

The cost of interest payments is not an allowable expenditure unless the cost is a result of a lease/purchase agreement. Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

e. Food and Beverages (*RH 2246*)

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.

f. Weapons and Ammunition (*RH 2247*)

The cost of weapons and/or ammunition of any type are not an allowable expenditures unless they are part of a governmental negotiated benefit package or are specifically authorized in the RFA instructions.

g. Membership Dues (*RH 2248*)

The cost of membership dues for the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

h. Professional License (*RH 2248*)

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

i. Annual Professional Dues or Fees (*RH 2248*)

The cost of professional dues or fees are not allowable expenditures unless it is part of a governmental negotiated benefit package, or is specifically authorized by the RFA instructions.

j. Depreciation (*RH 2249*)

Equipment costs may not include additional costs calculated for depreciation.

D. GLOSSARY OF TERMS

Term	Definition
Activity	The specific steps or action a project takes to achieve a measurable objective.
Application	Once selected for funding, the original proposal and additional forms as required by OES becomes the application. This application, once signed by the OES director or designee and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement.
Community-Based Organization (CBO)	A documented, tax exempt, nonprofit, public benefit corporation serving the community. This term is used synonymously with nonprofit organization.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan analyzing the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.
EEOP Guidelines	Extensive description of state and federal civil rights requirements and what constitutes an EEOP (samples, forms, etc.). The document was prepared to assist recipients in ensuring nondiscrimination and in the development, implementation, and/or improvement of their EEOP for compliance with the law.
Grant Award/Grant Award Agreement	The signed agreement between OES and the local government agency or organization authorized to accept grant funding.
Grant Award Forms	The forms needed to prepare an application or proposal. They may be accessed on the OES website under " <i>Recipient Handbook, Appendices and Forms</i> " (FORMS)
Grant Funding Cycle	The number of years a program may be funded without soliciting a new competitive Request for Proposal. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the Request for Proposal (RFP) or the Request for Application (RFA) which the project narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (OES A301).
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Noncompetitive Bid Contract	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. (Contracts sometimes include goods as well as services, and this definition will also apply to those circumstances.)
Nonprofit Organization	A documented, tax exempt, nonprofit, public benefit corporation serving the community. The term is used synonymously with CBO.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.

Term	Definition
Operational Agreement (OA)	A formal agreement between two agencies which specifies the responsibilities of each agency in implementing the project, including the transfer of grant funds when appropriate. This includes MOUs, Letters of Intent, etc.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of law enforcement or victim services and supported by an appropriation from state or federal funding sources.
Program Guidelines	The instructions concerning the programmatic and administrative requirements unique to a particular OES grant-funded program.
Project	The implementation of a program's goals and objectives by a funded state or local government agency or CBO.
Proposal	The packet of information and forms required by the RFP and submitted to OES which specifies the priorities, strategies and objectives of the applicant.
Recipient	The agency or organization designated on the Grant Award Face Sheet which receives the grant funds and who will be responsible for accomplishing the planned objectives and program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
Recipient Handbook (RH)	This handbook outlines the administrative and fiscal terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these conditions. The <i>Recipient Handbook</i> is accessible on the OES website at www.oes.ca.gov by selecting "Recipient Handbook, Appendices, and Forms."
Request for Application (RFA)	The RFA is a packet of instructions and forms issued by OES to obtain applications from applicants through a noncompetitive process.
Request for Proposal (RFP)	The RFP is a packet of instructions and forms issued by OES to solicit competitive proposals in order to select projects for funding.
Supplanting	Supplanting is the deliberate reduction of federal, state, or local funds due to the existence of OES funds thereby reducing the total amount available for the stated purpose.
Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], grant award agreement, OES policy statements, and applicable statutes. In the event the terms of the program are inconsistent with the provisions of this handbook, the terms of the program shall be interpreted and construed as superseding the provisions of this handbook.

**Anti-Drug Abuse (ADA)
Funding Allocation Chart
FY 2007/2008**

RECIPIENT	FUNDING	RECIPIENT	FUNDING
Alameda County	\$484,653	Orange	\$512,371
Alpine County	\$108,456	Placer County	\$163,659
Amador County	\$113,729	Plumas County	\$111,561
Butte County	\$152,432	Riverside County	\$562,552
Calaveras County	\$113,867	Sacramento County	\$505,911
Colusa County	\$111,434	San Benito County	\$116,328
Contra Costa County	\$329,254	San Bernardino County	\$522,158
Del Norte County	\$112,504	San Diego County	\$723,400
El Dorado County	\$130,454	San Francisco County	\$258,379
Fresno County	\$326,433	San Joaquin County	\$315,809
Glenn County	\$112,310	San Luis Obispo County	\$138,870
Humboldt County	\$133,227	San Mateo County	\$202,798
Imperial County	\$147,081	Santa Barbara County	\$157,442
Inyo County	\$110,218	Santa Clara County	\$344,227
Kern County	\$299,776	Santa Cruz County	\$159,271
Kings County	\$128,781	Shasta County	\$142,499
Lake County	\$117,826	Sierra County	\$108,321
Lassen County	\$110,296	Siskiyou County	\$113,662
Los Angeles County	\$1,944,452	Solano County	\$163,036
Madera County	\$133,071	Sonoma County	\$163,562
Marin County	\$143,686	Stanislaus County	\$255,042
Mariposa County	\$110,257	Sutter County	\$126,057
Mendocino County	\$118,682	Tehama County	\$118,624
Merced County	\$157,598	Trinity County	\$109,586
Modoc County	\$108,662	Tulare County	\$220,106
Mono County	\$110,471	Tuolumne County	\$118,069
Monterey County	\$183,068	Ventura County	\$199,014
Napa County	\$123,800	Yolo County	\$142,139
Nevada County	\$117,846	Yuba County	\$122,710
		Total Funds Allocated	\$13,291,487

CALIFORNIA CODES

PENAL CODE §13879.80-13879.81

13879.80. (a) Every law enforcement and social services agency in this state is encouraged to develop, adopt, and implement written policies and standards for their response to narcotics crime scenes where a child is either immediately present or where there is evidence that a child lives, by January 1, 2005. These policies shall reflect the fact that exposing a child to the manufacturing, trafficking, and use of narcotics is criminal conduct and that a response coordinated by law enforcement and social services agencies is essential to the child's health and welfare.

(b) The needs of a drug endangered child are best served with written policies encouraging the arrest of an individual for child endangerment where there is probable cause that an offense has been committed coordinated with an appropriate investigation of the child's welfare by child protective agencies. Protocols that encourage a dependency investigation contemporaneous with a law enforcement investigation at a narcotics crime scene, when appropriate, are consistent with a child's best interest.

13879.81. Communities are encouraged to form multi-jurisdictional groups that include law enforcement officers, prosecutors, public health professionals, and social workers to address the welfare of children endangered by parental drug use. These coordinated groups should develop standards and protocols, evidenced by memorandums of understanding that address the following:

- (a) Felony and misdemeanor arrests
- (b) Immediate response of protective social workers to a narcotics crime scene involving a child
- (c) Outsourcing protective social workers to law enforcement
- (d) Dependency investigations
- (e) Forensic drug testing and interviewing
- (f) Decontamination of a child found in a lab setting
- (g) Medical examinations and developmental evaluations
- (h) Creation of two hours of P.O.S.T. drug-endangered children awareness training

**DISBURSEMENT OF CONFIDENTIAL FUNDS
CERTIFICATION**

This is to certify that I have read, understand, and agree to abide by all of the conditions for confidential expenditures as set forth in the OES guidelines.

Date

Project Director

List of Programs and Specialists

County	Programs & Specialist	County	Programs & Specialist	Programs & Specialists
Alameda	DC - (GM) MH - (GM)	Monterey	DC - (TR) MH - (TR) MS - (SS)	*DC – Drug Control/Anti-Drug Abuse
Alpine	DC - (GM) MH - (GM)	Napa	DC - (SS) MH - (SS)	*MH – Cal-MMET
Amador	DC - (GM) MH - (GM)	Nevada	DC - (EA)	*MS - Marijuana Suppression
BNE/CAMP	CE - (SS)	Orange	DC - (RV) MH - (RV)	*BN/CE– JAG Funded to DOJ
BNE/Crackdown	BN - (RV)	Placer	DC - (EA)	(SS)
Butte	DC - (SS) MS - (SS)	Plumas	DC - (SS)	Sherril Scott
Calaveras	DC - (GM) MH - (GM)	Riverside	DC - (EA) MH - (EA) MS - (SS)	(916) 322-1959
Colusa	DC - (EA)	Sacramento	DC - (SS) MH - (SS)	sherril.scott@oes.ca.gov
Contra Costa	DC - (GM) MH - (GM)	San Benito	DC - (TR) MH - (TR)	
Del Norte	DC - (TR)	San Bernardino	DC - (TR) MH - (TR) MS - (SS)	(RV)
El Dorado	DC - (EA)	San Diego	DC - (RV) MH - (RV)	Rosie Vasquez
Fresno	DC - (EA) MH - (EA) MS - (SS)	San Francisco	DC - (GM) MH - (GM)	(916) 327-5668
Glenn	DC - (EA)	San Joaquin	DC - (RV) MH - (RV)	rosie.lozano-
Humboldt	DC - (TR) MH - (TR) MS - (SS)	San Luis Obispo	DC - (TR) MH - (TR) MS - (SS)	vasquez@oes.ca.gov
Imperial	DC - (RV) MH - (RV)	San Mateo	DC - (TR) MH - (TR)	
Inyo	DC - (RV) MH - (RV)	Santa Barbara	DC - (GM) MH - (GM)	(EA)
Kern	DC - (RV) MH - (RV)	Santa Clara	DC - (GM) MH - (GM) MS - (SS)	Ermelinda Angulo
Kings	DC - (RV)	Santa Cruz	DC - (TR) MH - (TR) MS - (SS)	(916) 322-0096
Lake	DC - (SS) MH - (SS)	Shasta	DC - (SS) MH - (SS) MS - (SS)	ermelinda.angulo@oes.ca.gov
Lassen	DC - (SS)	Sierra	DC - (EA)	
LA – Chess	DC - (EA)	Siskiyou	DC - (SS) MS - (SS)	(GM)
LA – Impact	DC - (EA)	Solano	DC - (RV) MH - (RV)	Gina
LA - LACRCIC	DC - (EA)	Sonoma	DC - (SS) MH - (SS) MS - (SS)	Madlangbayan-Bautista
LA – LARGIN	DC - (EA)	Stanislaus	DC - (TR) MH - (TR)	(916) 324-9105
Los Angeles	MH - (EA)	Sutter	DC - (EA)	gina.madlangbayan-
Madera	DC - (GM) MH - (GM)	Tehama	DC - (SS) MS - (SS)	Bautista@oes.ca.gov
Marin	DC - (SS) MH - (SS)	Trinity	DC - (SS)	
Mariposa	DC - (GM)	Tulare	DC - (EA) MH - (EA)	(TR)
Mendocino	DC - (SS) MH - (SS) MS - (SS)	Tuolumne	DC - (RV) MH - (RV) MS - (SS)	Terri Roy
Merced	DC - (GM) MH - (GM)	Ventura	DC - (RV) MH - (RV)	(916) 324-9196
Modoc	DC - (SS)	Yolo	DC - (EA) MH - (EA)	theresa.roy@oes.ca.gov
Mono	DC - (TR) MH - (TR)	Yuba	DC - (EA)	